



Commons

*A program of the National Institutes of Health*

## **New Application Process For The Targeted Capacity Expansion (TCE – HIV: Minority Women) & National Child Traumatic Stress Initiative – Category II (NCTSI - II) Grant Programs**

Presented by Substance Abuse and Mental Health Services Administration  
(SAMHSA) and the National Institutes of Health (NIH)

# Speakers

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- ▶ Aaron Czaplicki

- ▶ Partner Relationship Manager, NIH's eRA Commons

# Agenda

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- ▶ Webinar Objectives
- ▶ SAMHSA's Transition to the NIH's eRA
- ▶ NIH's eRA
- ▶ FOA Part II Updates
- ▶ Application Process
- ▶ Registration Processes
- ▶ Requirements and Validations
- ▶ Post-Submission Process
- ▶ Summary
- ▶ Helpful Resources
- ▶ Q&A

# Webinar Objectives

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- ▶ Understand SAMHSA's transition to NIH's eRA Commons
- ▶ Understand all required registration processes (DUNS, SAM, Grants.gov and eRA Commons registrations)
- ▶ Understand all requirements and validations to successfully submit applications via Grants.gov and eRA Commons

# SAMHSA's Transition to NIH's eRA systems

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- ▶ SAMHSA's transition to the NIH's eRA systems will allow the agency to centralize and automate its grants management business practices
- ▶ The NIH's eRA systems will allow SAMHSA applicants and recipients to view and monitor progress on their applications and awards
- ▶ The NIH's eRA systems will support SAMHSA's full grants lifecycle
- ▶ The NIH's eRA systems will be used by SAMHSA's applicants, recipients and federal staff
- ▶ The transition to NIH's eRA systems will be phased in from 2016 - 2018

# eRA: Electronic Research Administration System

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## ► What is eRA?

- eRA provides IT infrastructure to manage grants awarded by NIH, SAMHSA and other grantor agencies. eRA systems, including eRA Commons, ASSIST and IMPAC II modules, that support the full grants life cycle and are used by applicants and grantees worldwide as well as federal staff at the NIH, AHRQ, the CDC, FDA, SAMHSA, and VA.



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## ► Benefits of using eRA Commons

# FOA Part II Updates

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- ▶ SAMHSA is transitioning to NIH's eRA systems. Changes have been made to the application registration, submission and data formatting requirements which can be found in the Funding Opportunity Announcement (FOA) Part II.
- ▶ Application registration, submission and data formatting requirements only apply to the following Program applicants:
  - ▶ SAMHSA's Targeted Capacity Expansion TCE-HIV (TCE HIV) Grant Program
  - ▶ National Child Traumatic Stress Initiative – Category II, Treatment and Service Adaptation Center (NCTSI-Category II) Grant Program

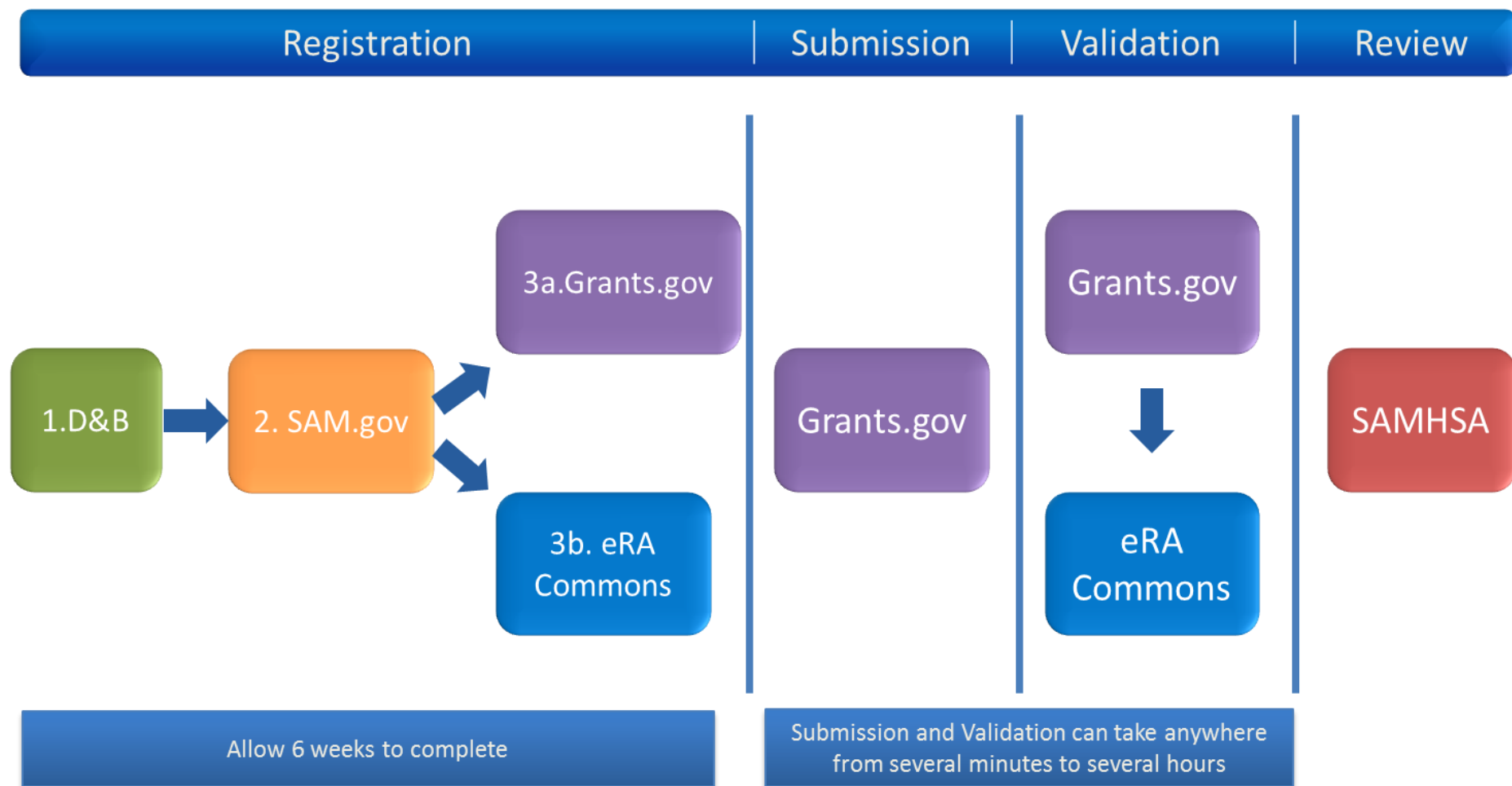
# Application Process

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- ▶ Complete all required registration processes with Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS Number), System for Award Management (SAM), Grants.gov, and eRA Commons
- ▶ Download and complete all required forms from Grants.gov and the SAMHSA Website
- ▶ Submit application through Grants.gov
  - ▶ Successfully submitted applications through Grants.gov will then proceed to the **NIH eRA Commons where they will go through data validation checks.**
  - ▶ Once your submitted application is successfully validated by Grants.gov and the NIH eRA Commons, it will be forwarded to **SAMHSA** as the receiving institution for further review.



# Registration, Submission and Validation Timeline



# Registration Processes

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- ▶ The following registrations must be completed and active before the time of submission:
  - ▶ 1. Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS Number) Registration
  - ▶ 2. System for Award Management (SAM) Registration
  - ▶ 3a. Grants.gov Registration (Username and Password)
  - ▶ 3b. eRA Commons (Organization and Individual) Registration
- ▶ Allow a minimum of 6 weeks to complete all registrations

# 1. DUNS Registration Process

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- ▶ **Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS Number)**
  - ▶ All applicant organizations must obtain a free, D&B DUNS number as the Universal Identifier when applying for Federal grants or cooperative agreements
  - ▶ It is used to uniquely identify your business/ institution
  - ▶ See the D&B DUNS website for registration timeline
- ▶ **Begin registration process at:**
  - ▶ <http://fedgov.dnb.com/webform>
  - ▶ Telephone Number: 866-705-5711



## 2. SAM Registration Process

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- ▶ **System for Award Management (SAM)**
  - ▶ It is the primary registrant database for the Federal government and is the repository into which an entity must provide information required for the conduct of business as a recipient
  - ▶ Register your entity (i.e. organization) to do business with the Federal Government
  - ▶ An active and verified SAM registration is required for Grants.gov registration
- ▶ **SAM registration must be renewed annually to keep Grants.gov credentials active**
  - ▶ [www.sam.gov](http://www.sam.gov)
  - ▶ [https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf)
  - ▶ US Calls: 866-606-8220
  - ▶ International Calls: 334-206-7828



## 3a. Grants.gov Registration Process

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- ▶ **Grants.gov (Username and Password)**
  - ▶ Federal-wide portal to find and apply for Federal grant funding
  - ▶ Prior to registering with Grants.gov, you must obtain a DUNS number and register in SAM
  - ▶ Person submitting application must be registered with Grants.gov as the Authorized Organization Representative (AOR) for specific DUNS number cited on SF-424
  
- ▶ **All applications must be submitted via Grants.gov**
  - ▶ <http://www.grants.gov/>
  - ▶ US Calls 1-800-518-4726
  - ▶ International Calls: 606-545-5035



## 3b. eRA Commons Registration Process

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- ▶ **Electronic Research Administration (eRA Commons)**
  - ▶ [public.era.nih.gov/commons](https://public.era.nih.gov/commons)
  - ▶ Agency system that allows SAMHSA and its applicants and grantees to share application/grant information
  - ▶ Used by NIH, SAMHSA and other HHS divisions (e.g. CDC)
  - ▶ One time registration
- ▶ **Search for current eRA Commons registration**  
[public.era.nih.gov/chl/public/search/ipfNumberByOrgName.era](https://public.era.nih.gov/chl/public/search/ipfNumberByOrgName.era)
- ▶ **Complete the Online Registration Process**

# 3b. eRA Commons Registration Process

## Welcome to the Commons

### 1 System Notification Message

All systems are currently available.

Scheduled Commons Maintenance: For maintenance information, see the [eRA Scheduled Maintenance Calendar](#).

### Support Related Resources

- **Electronic Submission:** Learn about the most frequent application errors at [Avoiding Common Errors](#).
- **Electronic Application Submission:** To learn about completing and submitting an electronic grant application and access helpful resources, visit the [Applying Electronically website](#).
- **eRA Home Page:** To find Commons [FAQs](#), [User Guides](#), training materials, and step-by-step instructions for performing tasks in Commons, visit the [eRA website](#).

### Commons Related Resources

- **Reference Letters:** To submit a reference letter
- **Demo Facility:** [Demo Facility](#) allows you to try

### Privacy Act Statement

This is a U.S. Government computer system, which this computer system may subject violators to criminal penalties. The system is used for the processing, storage, and transmission of information related to the submission and administration of NIH grant proposals. Information submitted through this system, including but not limited to, grant proposals, abstracts, and award amount are disclosed publicly or, subject to the provisions of the Freedom of Information Act, may be released to the public. Login information that is used for access, as well as interest and/or to respond to user queries. A more

[Register Grantee Organization](#)

### About the Commons

- [Frequently Asked Questions](#)
- [Latest Release Notes](#)

### Additional Links

- [RePORT](#)
- [Grants.gov](#)
- [iEdison](#)
- [National Institutes of Health](#)
- [Public Access Policy Page](#)
- [Loan Repayment Program](#)
- [Commons Quick Queries](#)

## Online Registration

Only Signing Officials can register their institutions with the NIH. Follow these directions to register your institution.

1. Complete the online [Institution Registration Form](#) and click Submit.
2. Agency will send you an email with the link to confirm your email address.
3. Once email address is verified, the Agency will review your request and let you know of the result via email.
4. If your request is denied, you will get an email notifying you of the reason.
5. If your Request is approved, you will get an email with your Commons user id and temporary password.
6. Log in to Commons with temporary password and system will prompt you to change temporary password to the permanent one. Contact SO will be prompted to electronically sign your registration request. (Please review your registration information carefully).
7. Once contact SO has electronically signed the request, your organization will be active in Commons and you may Create and maintain additional accounts for your institution staff.

[Register Now](#)

# 3b. eRA Commons Registration Process

## Register Institution ?

### Online Registration

Welcome to the ERA Commons On-Line Registration Process.

Completing this process will register your institution into the ERA Commons and establish up to two accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution.

Before registering your institution please read through the registration material provided here. It is recommended that you print a copy of this page to use as a reference when completing the form. To print a copy select the "Print" button on your browser button bar or select "File/Print" from the menu bar.

\* indicates required field

### Institution Information

Institution Name :*	<input type="text"/>	Closeout E-mail :*	<input type="text"/>
DUNS Number :*	<input type="text"/>	NoA E-mail :*	<input type="text"/>
Street 1 :*	<input type="text"/>	City :*	<input type="text"/>
Street 2 :	<input type="text"/>	State :*	<input type="text"/>
Street 3 :	<input type="text"/>	Zip Code :*	(20873) or (208733423)
Street 4 :	<input type="text"/>	Country :	UNITED STATES ▼

### Accounts Information

#### Principal Signing Official

Name Prefix:	<input type="text"/>
First Name :*	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name :*	<input type="text"/>
Title :*	<input type="text"/>
User Name :*	<input type="text"/>
Phone :*	<input type="text"/>
Fax :	<input type="text"/>
E-mail :*	<input type="text"/>

#### Accounts Administrator

This entire section is optional; however if any information is entered then all required fields must be entered

Name Prefix:	<input type="text"/>
First Name :*	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name :*	<input type="text"/>
Title :*	<input type="text"/>
User Name :*	<input type="text"/>
Phone :*	<input type="text"/>
Fax :	<input type="text"/>
E-mail :*	<input type="text"/>

Save Reset Cancel



## 3b. eRA Commons Registration Process

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- ▶ The AOR from the SF-424 or the Business official listed on HHS Checklist that registered the organization in Commons will have the SO (Signing Official) Role
- ▶ Create as many accounts with the SO role as necessary to support business needs
- ▶ Business Official listed on HHS Checklist must have SO role in Commons
- ▶ The SO is responsible for maintaining institutional information, submitting documents that require signature authority to act on behalf of the organization, and managing accounts

## 3b. Creating New eRA Commons Accounts

### Create Account ?

[Go Back](#)

All fields are required unless they're marked (Optional)

#### User Information

##### User Type

Commons

##### User ID ?

LESKOM

✔ This User ID is available.

##### Primary Organization

Whatsamatta U

#### Contact Information

##### Last Name

Lesko

##### First Name

Matthew

##### Middle Name (Optional)

##### Email

donotreply@nih.gov

##### Confirm Email

donotreply@nih.gov

#### Roles ?

+ Add Roles x Remove All

Showing 1 - 1 of total 1

Role(s)	Organization(s)	Action
PI	Whatsamatta U	x Remove

Create

Clear

## 3b. Assigning Roles to New Accounts

AMS | Add Roles



### Organization

Whatsamatta U

### Role(s) *(to multi-select, please use ctrl or shift keys)*

AA - Accounts Administrator  
AO - Administrative Official  
ASST - PI Assistant  
BO - Business Official  
FCOI - External FCOI Officer  
FCOI\_ASST - Financial Conflict of Interest (FCOI) External Assistant role  
FCOI\_VIEW - Financial Conflict of Interest (FCOI) External View role  
FSR - Financial Reporting users  
GRADUATE\_STUDENT - Graduate Student  
PACR - Public Access Compliance Role  
PI - Principal Investigator

Close

Add Role(s)



## 3b. Affiliating Accounts in Commons

### Search Accounts ?

Search Criteria

### Search Results

Showing 1 - 1 of total 1

User ID	Name ?	Email	Account Status	Roles & Affiliations	Action
LESKOS	<a href="#">Lesko, Samuel M</a>	eRAStage@mail.nih.gov	Active	PI - Northeast Regional Cancer Institute	<a href="#">Manage</a>

[Create New Account](#)

[Back to top](#)

### Roles ?

[+ Affiliate](#)

Showing 1 - 1 of total 1

Role(s)	Organization(s)	Action
PI	Northeast Regional Cancer Institute	

[Save](#)

[Cancel](#)

[Reset Password](#)



# PD/PI Commons ID for Application

- ▶ Create or affiliate a Commons account with the PD/PI Role in Commons for the PD/PI listed on HHS Checklist.
- ▶ This is the Commons ID that should be entered on the SF 424, #4 Applicant Identifier.

The image shows a screenshot of the SF-424 Application for Federal Assistance form. At the top right, it says 'OMB Number: 4040-0007' and 'Expiration Date: 8/31/2015'. The form is titled 'Application for Federal Assistance SF-424'. There are two main sections: '1. Type of Submission' and '2. Type of Application'. Under '1. Type of Submission', there are three radio button options: 'Preapplication', 'Continuation', and 'Changed/Continued Application'. Under '2. Type of Application', there are three radio button options: 'New', 'Continuation', and 'Revision'. There are also two text input fields for 'If Revision, select appropriate letter(s)' and 'Other (Specify)'. Below these sections, there are two more fields: '3. Date Received' and '4. Applicant Identifier'. A red arrow points to the '4. Applicant Identifier' field. At the bottom, there are two more fields: '5a. Federal Entity Identifier' and '5b. Federal Award Identifier'.

- ▶ eRA Commons Service Desk and Support:  
<http://grants.nih.gov/support/>

# eRA Service Desk Information

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- ▶ You can find Service Desk information on the eRA Commons page [public.era.nih.gov/commons](http://public.era.nih.gov/commons) or go to <http://grants.nih.gov/support> to submit a web ticket
- ▶ Telephone: 1-866-504-9552 (toll-free) or 301-402-7469. Business hours are M-F 7am-8pm Eastern Time.
  - ▶ Service Desk can help with eRA Commons registration, viewing application status, documenting system problems that threaten submission by the due date, post submission issues.
  - ▶ For programmatic questions, please contact the SAMHSA contact listed in the FOA. The Service Desk can help you find this information if you need assistance.



# eRA Service Desk Information

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## Our Help Desks

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### eRA Service Desk (formerly the eRA Commons Help Desk):

[Submit a web ticket](#)

(preferred method of contact)

**Toll-free:** 1-866-504-9552

**Phone:** 301-402-7469

**Hours:** Mon-Fri, 7 a.m. to 8 p.m. Eastern Time (closed on federal holidays)

Contact for information/questions on:

- ASSIST
- eRA Commons
- eRA Commons Registration
- eRA errors and warnings
- Status of the application
- Post-award administration

If you need immediate help (i.e. you are within two days of a deadline or in the event of a security emergency), call us. Note that the Service Desk's busiest hours are between 10 a.m. ET and 3 p.m. ET.

For system issues with iEdison, please contact:

eRA's iEdison Service Desk

**Toll-free:** 1-866-504-9552; **Phone:** 301-435-1986; [edison@od.nih.gov](mailto:edison@od.nih.gov)

You may also visit [https://era.nih.gov/iedison/iedison\\_faqs.cfm](https://era.nih.gov/iedison/iedison_faqs.cfm) to view our self-help resources

# eRA Service Desk Information

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**To Contact the eRA Service Desk, please complete the online request form below.**

If you have a Commons account please [click here](#) to log in to the eRA Service Desk Web Ticketing system.

\* Required field(s)

\* First Name

Middle Name

\* Last Name

\* Email Address

\* Phone Number

\* I need help with

\* Description

(maximum of 2000 characters)

Contact Preference

Submit



# Applying for a grant

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- ▶ Grants.gov Application Package includes required and optional forms
- ▶ Additional forms for Submission can be found on the SAMHSA website  
<http://www.samhsa.gov/grants/applying/forms-resources>
- ▶ Data validations are run on all forms in the Application Package.

# Required Application Documents and Components

- Applications must include the following required application components

#	Required Documents and Forms	Source
1	SF-424 (Application for Federal Assistance) Form	Grants.gov Application Kit Package
2	SF-424 A (Budget Information – Non-Construction Programs) Form	Grants.gov Application Kit Package
3	SF-424 B (Assurances for Non-Construction) Form	SAMHSA Website
4	Disclosure of Lobbying Activities (SF-LLL)	Grants.gov Application Kit Package
5	HHS Checklist	Grants.gov Application Kit Package
6	Project/Performance Site Location(s) Form	Grants.gov Application Kit Package
7	Project Abstract Summary Form	Grants.gov Application Kit Package
8	Project Narrative Form	Grants.gov Application Kit Package
9	Budget Narrative Attachment Form	Grants.gov Application Kit Package

- Refer to **FOA Part II – General Policies and Procedures** for detailed list of required documents for application submission

# Required Application Documents and Components

- For each of the following application components, attach each document (**Adobe PDF format only**) inside the SF-424 (Application for Federal Assistance) Form using the file attachment feature available in Field 15 (Attach supporting documents as specified in agency instructions).

#	Required Documents and Forms	Source
1	Certifications	SAMHSA Website
2	HHS 690 Form	SAMHSA Website
3	Charitable Choice Form SMA 170	SAMHSA Website
4	Biographical Sketches	FOA Part II: Section IV-I and Appendix E
5	Confidentiality and SAMHSA Participant Protection/ Human Subjects	TCE-HIV: Minority Women FOA; PART I – Appendix III  NCTSI-II FOA: PART I – Appendix I
6	Additional Documents in the FOA: PART I	FOA: PART I, Section IV-I

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

# New Application Data Formatting Requirements

## ► List of New Application Formatting Requirements (eRA Commons Validations)

#	Application Requirement
1	DUNS numbers: The DUNS number provided on any forms must have valid characters (9 or 13 numbers with or without dashes).
2	Submit required documentation in the application kit for the FOA.
3	Check the “Changed/Corrected Application” box in the SF-424 form after making changes/corrections to resubmit an application.
4	Applications cannot be larger than 1.2GB
5	The Funding Opportunity Announcement (FOA) number must exist.
6	All documents and attachments must be in PDF format.
7	All attachments should comply with the following formatting requirement: PDF attachments cannot be empty (0 bytes).
8	All attachments should comply with the following formatting requirement: PDF attachments cannot have Meta data missing, and cannot be encrypted, password protected or be secured documents.

#	Application Requirement
9	All attachments should comply with the following formatting requirement: Size of PDF attachments cannot be larger than 8.5 x 11 inches (horizontally or vertically).
10	All attachments should comply with the following formatting requirement: PDF attachments should have a valid file name. Valid file names must include the following UTF-8 characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period.
11	Contact person email in the SF-424 Section F, must contain a '@', with at least 1 and at most 64 chars preceding and following the '@'. Control characters (ASCII 0 through 31 and 127), spaces and special chars < > ( ) [ ] \ , ; : are not valid.
12	Congressional district code of applicant (after truncating) must be valid.
13	Authorized Representative email must contain a '@', with at least 1 and at most 60chars preceding and following the '@'. Control characters (ASCII 0 through 31 and 127), spaces and special chars < > ( ) [ ] \ , ; : are not valid.

► Refer to **FOA Part II – General Policies and Procedures** for detailed list and description of validations

# What to Expect: Post-Submission Process

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- ▶ eRA Commons will notify the Business Official and PD/PI listed on the HHS checklist, and the AOR listed on the SF-424
- ▶ Types of submission notifications from eRA Commons:

Notification	Description
Acknowledgement	Your application was received by eRA Commons
Validation Notice	A. No errors or warnings – application moves forward B. Warnings only – application moves forward but you may want to take a second look at some items C. Errors and warnings – application will not move forward until you make updates to correct errors and submit a Changed/Corrected Application before the deadline
System Error Alert	Something went wrong with our system

# Changing or Correcting an Application

- ▶ Mark application as Changed/Corrected whenever you update an application that is already submitted

Application for Federal Assistance SF-424		
* 1. Type of Submission:	* 2. Type of Application:	* If Revision, S
<input type="checkbox"/> Preapplication	<input checked="" type="checkbox"/> New	<input type="text"/>
<input type="checkbox"/> Application	<input type="checkbox"/> Continuation	* Other (Spe
<input checked="" type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision	<input type="text"/>
* 3. Date Received:	4. Applicant Identifier:	
<input type="text"/>	<input type="text"/>	

# Summary

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1. Allow 6 weeks minimum to complete all four registrations: DUNS, SAM, Grants.gov and eRA Commons.
2. Download required forms from the application package in Grants.gov and the SAMHSA website.
3. All application attachments **MUST** be in PDF format and submitted as individual files. Other formats (e.g., Excel, Microsoft Word) are not accepted by eRA Commons.
4. Grants.gov and eRA Commons will conduct a series of data validations checks to ensure all the required data is included and in a format that can be processed electronically through Grants.gov and eRA Commons.
5. Commons ID for the PD/PI should be entered on the SF 424, field #4 Applicant Identifier.

# Additional Resources

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- ▶ **SAM Registration Quick Start Guide:**

- ▶ [https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf)

- ▶ **Grants.gov Video Series:**

- ▶ <http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>
- ▶ <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

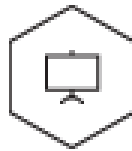
- ▶ **NIH Links:**

- ▶ [https://era.nih.gov/reg\\_accounts/register\\_commons.cfm](https://era.nih.gov/reg_accounts/register_commons.cfm)
- ▶ [https://grants.nih.gov/grants/ElectronicReceipt/pdf\\_guidelines.htm](https://grants.nih.gov/grants/ElectronicReceipt/pdf_guidelines.htm)
- ▶ [https://era.nih.gov/files/eRA\\_Commons\\_Roles.pdf](https://era.nih.gov/files/eRA_Commons_Roles.pdf)

- ▶ **FOA Part II:**

- ▶ <http://www.samhsa.gov/sites/default/files/grants/pdf/fy-16-part-2-era.pdf>





**Thank you!**  
**Do you have any questions?**

You may ask questions at this time.